

Alaska Fire Science Consortium
Operating Guidelines and Governance Charter
December 15, 2010

I. General Provisions

These operating guidelines and governance charter define a structure and governance for the Alaska Fire Science Consortium (AFSC).

Overall Purpose

The purpose of the Alaska Fire Science Consortium is to enhance on-going fire science delivery by developing new mechanisms for outreach across the state of Alaska and to stimulate communication among researchers and managers to bridge the gap in information sharing.

Consortium Goals and Values

The Alaska Fire Science Consortium has established four main goals to: 1) coordinate current science delivery efforts; 2) create a formal outreach mechanism for two-way communication between scientists and diverse fire and land managers; 3) provide an organized, centralized arena for effectively delivering available fire science information to fire and land managers; and 4) work with managers in an on-going forum to ensure that science delivery and outreach mechanisms are practical and readily implemented.

In order to attain these goals and perform as a successful consortium, we will abide by the following core values established by the Joint Fire Science Program Board of Governors:

1. Be **inclusive**, making sure all relevant partners have the opportunity to be involved.
2. Serve as **neutral** science partners.
3. Be **customer driven**, both in structure and function.
4. Operate **collaboratively**, fostering joint management and science communication.
5. Be **innovative**, pursuing new and creative ways to disseminate knowledge.
6. **Facilitate** communication and dialog of fire science information, new science findings, and needs of resource managers and policymakers.

Funding

AFSC is funded by a grant from the Joint Fire Science Program to the University of Alaska, Fairbanks (#09-S-04-7). The Bureau of Land Management (BLM) is the federal cooperating agency (Grant and Cooperative Agreement Award #L10AC20388). The Bureau of Land Management – Alaska Fire Service has provided an additional contribution toward the salary for the Consortium Coordinator.

Process for Revisions

As the AFSC develops and grows, the operating guidelines and governance structure outlined here may need to evolve to better serve AFSC goals and mission. This document may be revised at the

discretion of the Advisory Board and the project PI in order to improve the effectiveness and performance of the consortium.

II. Program Structure and Governance

The AFSC **Principle Investigator** (PI) is Sarah Trainor. Scott Rupp is **Co-Investigator** (Co-PI). Both are faculty at the University of Alaska, Fairbanks.

The **Consortium Coordinator** position, leveraged with contributed funding from the Bureau of Land Management - Alaska Fire Service, will organize and implement consortium activities, schedule advisory board meetings, contact and help arrange speakers for the webinar series, oversee production of the newsletter, organize and arrange logistics for workshops, coordinate new and existing fire science delivery activities, assist in the development of new outreach and delivery tools, conduct fire science research in collaboration with university scientists, and serve as first point of contact liaison between the fire research and fire suppression and management communities. A primary function of this position will be to communicate input about future fire and fuels research needs to the JFSP governing board.

The direction, content, appropriate scale of activities and partnership development of the AFSC will be guided by an **Advisory Board**.

Advisory Board Composition and Membership

The members of the Advisory Board will include the Principal Investigator (PI), Co-PI, Coordinator, and at least one member from each of the following partner organizations/agencies:

- Alaska Department of Fish and Game
- Alaska Division of Forestry
- Alaska Interagency Coordination Center – Predictive Services
- Bureau of Indian Affairs
- Bureau of Land Management
- National Park Service
- University of Alaska
- U.S. Fish and Wildlife Service
- U.S. Forest Service

The Advisory Board will not only strive to maintain membership from the above organizations but also encourage members from a variety of specialties to ensure the board is not biased from either the management or research perspectives. Additional members may also represent an organization not listed above, including but not limited to Native non-profit organizations, the Canadian Forest Service, and scientists from other Universities. Board members may be appointed by a supervisor or recommended by another member of the board. It is the agency's prerogative to identify who will represent them on the board. Interested individuals should contact their sponsor or other board members to voice their interest. Refer to Appendix A for the current Advisory Board members.

Advisory Board Member Terms

Board members will serve a one year term with the ability to annually renew membership in October of each year. In the event that a member can no longer participate, they should notify the Consortium PI or Coordinator in writing. Replacement members can be identified from within the agency or by members of the existing board and will be appointed by the same process as outlined above. Replacement members will serve out the remainder of the year term and can be renewed. If a board member misses 4 or more meetings in a row or more than half of the scheduled meetings in any given 12 month period without providing prior input on agenda items, their membership will be re-examined in discussion with the Consortium PI. A replacement may be requested from the agency, as necessary.

Meetings and Teleconferences

The Advisory Board will meet in person or via teleconference as necessary but no less than 4 times per year. The Consortium PI or Co-PI will chair the meetings. A draft agenda will be distributed prior to the meeting and members will have the opportunity to add items. Meeting minutes will be sent via email to all members by the Coordinator.

In the event a board member cannot attend a meeting or teleconference, they should express their views in writing via email to the Coordinator and their input will be shared at the meeting.

Roles and Responsibilities

The Advisory Board is an interagency group designed to collectively guide and evaluate the activities of the Alaska Fire Science Consortium. The Board members are expected perform the following roles:

- Guide the direction, content, and appropriate scale of Consortium activities.
- Review and evaluate the Consortium activities to ensure goals are being achieved.
- Further develop and strengthen Consortium partnerships with fire/land managers and the scientific community.
- Solicit ideas and feedback from their respective organizations regarding research and science delivery needs and Consortium performance.
- Contribute to development of Consortium activities, publications, and products.
- Assist in organizing and implementing workshops, field trips, and other events.
- Actively participate in Consortium sponsored activities and events.
- Encourage others to participate in Consortium activities.

III. Reporting

JFSP Annual Progress Reports

Annual Progress Reports on consortia activities will be submitted to the Joint Fire Science Program by the Project PI and Coordinator as per their reporting requirements.

IV. Approval

This charter was approved by the Advisory Board on December 15, 2010.

Appendix A

2010-2011 Advisory Board Members

Name	Agency/Organization	Title
Vacant	Alaska Department of Fish and Game	
Marsh Henderson	Alaska Division of Forestry	Operations Forester
Sharon Alden	Alaska Interagency Coordination Center – Predictive Services	Fire Weather Program Manager
Steve Heppner	Bureau of Indian Affairs	Regional Fire Management Officer
Kato Howard	Bureau of Land Management – Alaska Fire Service	State Fuels Management Specialist, AWFCG Education and Prevention Committee Chair
Mary Lynch	Bureau of Land Management – Alaska Fire Service	Planning & Environmental Coordinator
Eric Miller	Bureau of Land Management – Alaska Fire Service	Fire Ecologist
Eric Geisler	Bureau of Land Management – Alaska State Office	Forestry/Soils Lead
Diana Olson	FRAMES/University of Idaho	FRAMES Project Manager
Jennifer Barnes	National Park Service	Regional Fire Ecologist, AWFCG Research Committee Chair
Jennifer Mitchell	National Park Service	Fire Ecologist
Morgan Warthin	National Park Service	Regional Fire Communication and Education Specialist, AWFCG Education and Prevention Committee
Jennifer Northway	University of Alaska Fairbanks	Consortium Coordinator
Scott Rupp	University of Alaska Fairbanks	Co-principal Investigator
Sarah Trainor	University of Alaska Fairbanks	Principal Investigator
Lisa Saperstein	US Fish and Wildlife Service	Regional Fire Ecologist
Teresa Hollingsworth	US Forest Service/University of Alaska Fairbanks	Research Ecologist/Affiliate Assistant Professor